

24 July 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 53-53

SUBJECT: Form No. 37-169, Medical Action Request and Report

1. Effective immediately, Form No. 37-169, Medical Action Request and Report, will replace Form No. 37-115, Request for Physical Examination, and Form No. 37-32, Report of Physical Qualifications.
2. The following procedures will govern the use of Form No. 37-169, Medical Action Request and Report:

a. Request for Physical Examinations by the Transactions and Records Division:

(1) Whenever the Transactions and Records Division requests a physical examination during EOD processing, items 1 through 9 will be completed prior to forwarding Form No. 37-169 to the Medical Office.

(2) In each case, Form No. 37-169 will be prepared by the Transactions and Records Division and forwarded to the Medical Office in duplicate in a sealed envelope carried by the individual being examined.

b. Preliminary Report of Physical Examination:

(1) Upon completion of an individual's physical examination, the Medical Office will complete section III (Preliminary Report of Physical Examination) of Form No. 37-169 and will have the examinee hand-carry this section to T&RD as an indication that the examination has been completed.

(2) Section III (Preliminary Report of Physical Examination) of Form No. 37-169, will be held by T&RD as a suspense record pending receipt of the completed section II (Report of Medical Evaluation). In addition, section III of the subject form will indicate, from a medical standpoint, whether EOD processing is to be continued.

c. Report of Medical Evaluation:

(1) When the Medical Office has completed overall evaluation of the results of a physical examination, section II (Report of Medical Evaluation) of Form No. 37-169 will be completed and returned to the Transactions and Records Division as the final report of medical evaluation for the individual concerned.

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(2) The Transactions and Records Division will incorporate the completed section II of Form No. 37-169 into the official personnel folder as a permanent record of the individual's physical qualifications.

(3) Receipt of the completed section II (Report of Medical Evaluation) by TARD will authorize destruction of section III (Preliminary Report of Physical Examination) which will have acted as a suspense record as provided in section 2b of this memorandum.

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GEORGE E. MELOON
Personnel Director

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MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION (OVERT COVERT) (T&R CPB)

1. NAME (Last)	(First)	(Middle)	2. DATE
3. TO POSITION	4. OFFICE, DIVISION, BRANCH		5. GRADE
6. TYPE OF POSITION <input type="checkbox"/> Departmental <input type="checkbox"/> [REDACTED] <input type="checkbox"/> Overseas	7. EVALUATE FOR <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee		<input checked="" type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)

II REPORT OF MEDICAL EVALUATION

- Qualified for Full Duty (General)
 Qualified for Departmental Duty Only Qualified for Full Duty (Special)
 Disqualified

Remarks:

MEDICAL OFFICE

(TEAR HERE)

III PRELIMINARY REPORT OF PHYSICAL EXAMINATION

8. NAME (Last)	(First)	(Middle)	9. DATE
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10.

- Continue Processing for Proposed Position
 EOD, But Hold for Final Assignment Pending Further Medical Evaluation
 Suspend EOD Action Until Further Notice

Remarks:

MEDICAL OFFICE